

Here are steps to find and liquidate GL encumbrances.

1. Navigate to: General Ledger> Journals> Create/Update Journal Entries> Find an Existing Value. Clear the parameters then enter the Business Unit and Journal ID begins with: ST and click the Search button. The Search Results will list all of the GL Encumbrances for your agency.

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Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Business Unit:

Journal ID: begins with

Journal Date:

Document Sequence Number: begins with

Line Business Unit:

Journal Header Status:

Budget Checking Header Status:

Source:

Search
Clear
Basic Search
Save Search Criteria

Search Results

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Business Unit	Journal ID	Journal Date	InPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
17300	STAA900006	06/30/2010	0	(blank)	17300	Valid	Valid	CC_APPROP	EXT	USD	1	732
17300	STAA909008	06/30/2010	0	(blank)	17300	Valid	Valid	CC_APPROP	EXT	USD	6	14992.88
17300	STC0907004	06/30/2010	0	(blank)	17300	Valid	Valid	CC_APPROP	EXT	USD	1	11139.06
17300	STC0908012	06/30/2010	0	(blank)	17300	Valid	Valid	CC_APPROP	EXT	USD	1	26000
17300	STC0908016	06/30/2010	0	(blank)	17300	Valid	Valid	CC_APPROP	EXT	USD	6	147002.48
17300	STC0908017	06/30/2010	0	(blank)	17300	Valid	Valid	CC_APPROP	EXT	USD	1	3606.94

- Open each journal and review the information in the journal.

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Header | Lines | Totals | Errors | Approval

Unit: 17300 Journal ID: STAA900006 Date: 06/30/2010 *Process: Edit Journal Process

Template List Search Criteria Change Values InterIntraUnit Errors Only Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project
<input type="checkbox"/>	1	17300	CC_APR_ENC		173CONV	6135	6130		541390		

Lines to add: 1

Id	Fund Affil	Affiliate	Budget Period	Amount	Stat	Stat Amt	UOM	Budget Date	Reference	Journal Line Description
				732.00				06/30/2010		MICROCOMPUTER EQUIP

- If you need to liquidate a line of the encumbrance, add a line to the journal by clicking on the + sign. This will copy the line above. Enter the Account code from the line you are liquidating and verify the amount is a negative (-). Click Save then verify the Edit Journal in the Process box and click on the Process button. This will make the Journal Status and Budget Status Valid, Valid. Repeat process for each GL journal line.

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Unit: 17300 Journal ID: STAA900006 Date: 06/30/2010 *Process: Edit Journal Process

Template List Search Criteria Change Values InterIntraUnit Errors Only Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project
<input type="checkbox"/>	1	17300	CC_APR_ENC		173CONV	6135	6130		541390		
<input type="checkbox"/>	2	17300	CC_APR_ENC		173CONV	6135	6130		541390		

Lines to add: 1

Id	Fund Affil	Affiliate	Budget Period	Amount	Stat	Stat Amt	UOM	Budget Date	Reference	Journal Line Description
				732.00				06/30/2010		MICROCOMPUTER EQUIP
				-732.00				06/30/2010		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
17300	2	732.00	732.00	Y	Y

Save Return to Search Previous in List Next in List Notify Refresh

Header | Lines | Totals | Errors | Approval